ISOT Guidance Note 2012-02 – NWIP Ballot Questions and other Commonly Used Forms

Did you know that ISO updated the New Work Item Proposal ballot questions in July 2012? Member bodies are now required to provide a statement justifying an approval or disapproval vote. ISO hopes this additional information will ensure that member bodies conduct appropriate consultations with relevant stakeholders to appropriately determine the market relevance of a new standard.

In the past some ISO committees have had members approve every NWIP that comes before the committee. This meant that the NWIP ballot results were not as accurate as ISO or its committees really needed them to be. With this additional justification statement requirement, ISO is hoping member bodies will take additional time to consider NWIPs.

At this time, ISO has also discontinued use of Form 5, which contained all the NWIP questions. As an ISO secretary, Form 5 is no longer necessary because the NWIP questions are automatically generated on the ISO balloting portal. For our US/TAG administrators who need to answer all these questions, ANSI has created a balloting form to replace Form 5.

What this means to you as an ISO secretary:
The market relevance issue doesn’t just apply to the NWIP voting process; it also needs to be given serious review prior to circulation within the committee. As a committee leader, ISO is asking secretaries and their chairs to review each NWIP carefully for market relevance before circulation. If you feel there is insufficient documentation, you can send the NWIP back to the proposer for further consideration.

What this means to you as a US/TAG administrator:
ANSI’s ISO Team is unable to process a US/TAG’s NWIP vote unless you have provided a justification statement. You may wish to consult with your US/TAG chair and/or key subject matter experts to develop this statement based on the consensus of US/TAG members.

Do you want to double check to make sure you have all the right forms and current versions of procedures? Check out ISOT’s Forms and Procedures folder on our main page: http://isot.ansi.org. In this folder, you can find copies of the various ballot forms as well as frequently used document like the ISO Directives. Think we’re missing something? Let us know by sending an email to isot@ansi.org.
Looking for further information on market relevance and the changes to the NWIP process? Please see AIF N79-2012 Section 4 and/or the ISO Directives Part 1, Section 2.3.4.

About the ANSI ISO Team (ISOT)

The American National Standards Institute (ANSI) is the U.S. member body to the International Organization for Standardization (ISO). To ensure a strong and effective U.S. voice in international standardization, the ANSI ISO Team (ISOT) acts as the interface between ANSI-accredited U.S. Technical Advisory Groups (US/TAGs) and/or ANSI-delegated U.S. held ISO secretariats.

ISOT daily operations include distribution of ISO documents to US/TAG administrators, processing votes on behalf of US/TAGs, accrediting delegates to attend international meetings, nominating experts to participate on working groups, coordination with key group such as the ANSI ISO Forum (AIF), ANSI ISO Council (AIC), and the ISO Technical Management Board (TMB), administering ANSI Virtual Technical Advisory Groups (VTAGs), facilitating training programs, among many other functions. In addition to daily responsibilities, ISOT is available to assist with any committee specific issues US/TAGs or U.S. held secretariats may be facing. ISOT staff is well versed in the ISO procedures, ANSI International Procedures, and has experience in all aspects of the ISO process.

For organizations that are new to ISO or want additional support with ISO related activities, ANSI’s ISOT staff provides hands-on, practical guidance on all aspects of administration of US/TAGs or ISO Secretariats through its fee-based Enhanced Services program. For more information, contact isot@ansi.org.